

APPLICATION CHECKLIST

It is important that you correctly fill out all relevant sections in this application form and include all relevant documents listed below. **Applications with unanswered questions or incomplete documentation will not be considered for a scholarship.**

Supporting documents provided with this application must be **certified true copies of original documents** with the official stamp and signature. Where original documents are not in English or German, you must provide certified true copies of official English or German translations.

All applicants must Email or Post their application within the deadline.

- ® For applicants applying for undergraduate study only (where eligible), a certified copy of your official secondary school results/university entrance qualification and the grading scheme for each qualification.
- ® For all applicants applying for postgraduate study, a certified copy of the academic transcript for all tertiary qualifications and the grading scheme for each qualification.
- ® A certified copy of the completion, or a graduation certificate, for each tertiary qualification that you have completed.
- ® If your course is fully or partially in English then attach the international English proficiency test result, e.g. IELTS or TOEFL. Test results must be no more than 24 months old by the commencement of study.
- ® If your course is fully or partially in German then attach the German proficiency test result, e.g. TestDaf, DSH, or Goethe Examination Certificate. (other recognized results will be accepted too)
- ® If you are employed, a current job description confirming your position and outlining your responsibilities and duties.
- ® A **current** (dated) curriculum vitae - a brief history of your education, work experiences and skills.
- ® A 500 word statement describing the specific skills and knowledge you want to gain from your proposed study and how this will contribute to your current and/or future job.
- ® A 500-word statement describing how your proposed area of study will enable you to contribute to the social or economic development of your home country.
- ® *For Master's and Doctoral research students*, a 500-word statement outlining your proposed research topic.
- ® Completed Form of KKH Kaufmännische Krankenkasse. (Open the link and in the email field insert andre.schober)

<https://portal.kkh.de/wps/portal/services/mitglied-werden/gebietsleiter>

Do not send in an application without all the required documentation

PERSONAL INFORMATION				
<i>Please note that your family name and other names should be the same as the official names on your passport or birth certificate.</i>		<i>Attach a recent passport sized photograph of Yourself</i>		
First name(s)				
Family name (surname)				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of birth	(dd/mm/yyyy)			
Place of birth				
Country of citizenship			<i>Please list second country if you have dual Citizenship</i>	
2 nd country of citizenship				
Do you have permanent residency status in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>If yes, please list:</i>			
Have you applied for permanent residency status in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>If yes, please list:</i>			
Passport number		Passport expiry		
Do you suffer from any illness or disability that might affect your ability to participate in the proposed study program (for example, psychiatric condition, asthma, Diabetes, significant visual impairment, motor disability or significant hearing loss)? A 'Yes' answer will not affect your chances of successfully obtaining a scholarship.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have answered 'Yes', please provide brief details of the illness or disability and any special requirements or support you may require to complete your study program on a separate sheet of paper. Please attach a copy of your doctor's assessment of your needs.				
Applicant contact details: The scholarship application process takes several months. Please give an address where you can be contacted upon selection. You may not be offered a scholarship if you cannot be contacted.				
House # and street name				
Postal Code				
Suburb/village				
Town/city				
District/Province				

Country		Post Code	
Home telephone number			
Work and/or cell-phone number			
Email address (enter more than one if relevant)			
Emergency contact details: Name someone we can contact in an emergency during your stay in Germany			
Name			
Relationship to you			
Number and street name			
Suburb/village			
Town/city			
Country		Postal Code	
Home telephone number			
Work and/or cell phone number			
Email address			

PROPOSED STUDY PROGRAMME	
<ul style="list-style-type: none"> ■ List your first and second choice of qualification that you want to study in Germany. <ul style="list-style-type: none"> ■ The qualification and major listed must be currently available at the institution. Please check the institution website or contact the institution for an up to date list of their qualifications. ■ Choose carefully as if you are awarded the Scholarship, you will not be permitted to make changes. 	
First Choice Qualification	
Major Subject/s	
Education Institution	
Second Choice Qualification	
Major Subject/s	
Education Institution	
Employment sector	

CURRENT STUDY			
List your current occupation	<input type="checkbox"/> Working (full-time)		<input type="checkbox"/> Working (full-time) and studying at tertiary level (part-time)
	<input type="checkbox"/> Working (full-time) and studying at tertiary level (full-time)		<input type="checkbox"/> Studying at tertiary level
	<input type="checkbox"/> Studying at secondary school		<input type="checkbox"/> Not studying or working
If you are studying now, list the level at which you are studying	<input type="checkbox"/> Secondary school	<input type="checkbox"/> University foundation year	<input type="checkbox"/> Tertiary training / technical certificate
	<input type="checkbox"/> Undergraduate diploma	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Postgraduate Diploma
	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Doctorate (PhD)	
Qualification name			
Major subject(s)			
Start date		Proposed end date	
Length of qualification			
Education institution name			

Institution location (town/city and country)			
Are you on a scholarship now? If yes, complete details below			<input type="checkbox"/> Yes <input type="checkbox"/> No
Sponsor name			
Scholarship name			

STUDY HISTORY

For each previous qualification you must also include with this application:

A certified copy of the complete academic transcript (mark sheets); and

A certified copy of the completion certificate

Provide the following information for all completed and partially completed tertiary or vocational qualifications. Undergraduate applicants must also provide information about senior secondary qualifications. List the most recently completed qualification first.

Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	

List any of the qualifications that have been studied by distance education	
List details of any relevant academic distinction or prizes	

<p>List any scholarships you have previously received.</p> <p>Include the scholarship name, duration, qualification or course undertaken and the date completed.</p>	
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WORK HISTORY	
<p>Are currently employed or have recently been employed?</p> <p><input type="checkbox"/> Yes - Answer the questions in this section, and you must include an up-to-date curriculum vitae and current job description with this application.</p> <p><input type="checkbox"/> No</p>	
Current/most recent position title	
Organization	
Start date (month/year)	
What type of organization do you work for?	<input type="checkbox"/> Local Government <input type="checkbox"/> Community/Non-Government Organization <input type="checkbox"/> Private company
	<input type="checkbox"/> Central Government <input type="checkbox"/> International NGO <input type="checkbox"/> Self-employed
	<input type="checkbox"/> Multilateral Agency <input type="checkbox"/> Other (please state):
Briefly describe the work of your organization.	
Would you return to your previous job after your study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'no' or you are not currently working, what is your prospective employment on your return home?	
Name of Job	
Organization	

COMMUNITY EXPERIENCES			
List any voluntary or community activity in which you have recently been involved.			
Organization			
Role or type of involvement			
Start date (month/year)		End date (month/year)	
Organization			
Role or type of involvement			
Start date (month/year)		End date (month/year)	

RELEVANCE OF STUDY TO DEVELOPMENT OF YOUR HOME COUNTRY
Please be as specific as possible as your answers to these questions will be a major consideration.
<p>All applicants:</p> <p>You must include with this application:</p> <p><input type="checkbox"/> In no more than 500 words (on a separate sheet of paper) describe the specific skills and knowledge you want to gain from your proposed study and how this study will contribute to the role and responsibilities of your current and/or future job;</p> <p>And</p> <p><input type="checkbox"/> In no more than 500 words (on a separate sheet of paper) describe specifically how your proposed study and/or Research will enable you to contribute to the social or economic development of your home country. Reference to any existing national skills shortages or labor needs in your home country will strengthen your application.</p>
<p>Research Masters and PhD applicants:</p> <p>You must <u>also</u> include with this application:</p> <p><input type="checkbox"/> In no more than 500 words (on a separate sheet of paper), provide an outline of your proposed research topic, research question and objectives, methodology, and timeline. Note that most PhD and some Masters research students will be expected to undertake fieldwork in their home country (funded by the scholarship). You should clearly demonstrate the significance, benefit and application of the proposed research topic to the development of your home country.</p>

ENGLISH LANGUAGE COMPETENCY

You must include with this application:

Original IELTS (International English Language Testing System) results. Test results must be no more than 24 months old by the commencement of study.

Or

Original copy of TOEFL (Test of English as a Foreign Language) results. Test results must be no more than 24 months old by the commencement of study.

Or

If you are not providing IELTS/TOEFL results, please advise the reason:

- I have sat an IELTS or TOEFL test and am awaiting results. I will supply the results as soon as they are available.
- IELTS or TOEFL testing is not available in my region or country (Pacific Islands only).
- I have previously completed tertiary education in English AND I have included an official statement from the education provider that English is the language of instruction.

Note that you are also required to meet the English language proficiency criteria of the education institution you are applying to. They may request additional documentation.

Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Include details below of any IELTS (International English Language Testing System) academic tests you have undertaken. Please also include the original results with this application.

IELTS date of test		IELTS overall score	
IELTS listening band		IELTS reading band	
IELTS writing band		IELTS speaking band	

Include details TOEFL (Test of English as a Foreign Language) test you have undertaken. This should be EITHER an Internet-based TOEFL score OR a Paper-based TOEFL score. Please also include the original results with this application.

TOEFL date of test		Test of Written English (TWE) score	
Internet-based TOEFL score		Paper-based TOEFL score	
Have you been taught in the medium of English?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'yes', tick the boxes at the level you have been taught in English	<input type="checkbox"/> Senior secondary School	<input type="checkbox"/> Undergraduate or postgraduate level	<input type="checkbox"/> While training for my job

GERMAN LANGUAGE COMPETENCY

You must include with this application:

Copy of your TestDaf result.

Or

Copy of your DSH result.

Or

Copy of your Goethe Examination result.

Or

If you are not providing TestDaf/DSH/Goethe Examination results, please advise the reason:

I have sat for a TestDaf/DSH/Goethe Examination and am awaiting results. I will supply the results as soon as they are available.

TestDaf/DSH/Goethe Examination

I have previously completed tertiary education in German **AND** I have included an official statement from the education provider that German is the language of instruction.

Note that you are also required to meet the German language proficiency criteria of the educational institution you are applying to. They may request additional documentation.

Is German your first Language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Include details below of TestDaf (Test Deutsch als Fremdsprache) tests you have undertaken. Please also include the copy of the results with this application.

TestDaf date of test		TestDaf overall score	
TestDaf listening Score		TestDaf reading Score	
TestDaf writing Score		TestDaf speaking Score	

Include details DSH (Deutsche Sprachprüfung für den Hochschulzugang) test you have undertaken.

DSH date of test		DSH overall score	
DSH listening score		DSH reading score	
DSH writing score		DSH speaking score	

Have you been taught in the medium of German?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'yes', tick the boxes at the level you have been taught in German	<input type="checkbox"/> Senior secondary school	<input type="checkbox"/> Undergraduate or postgraduate level	<input type="checkbox"/> While training for my job
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SCHOLARSHIP CONDITIONS AND DECLARATION

Conditions of Scholarship

If your application is successful and you are offered a scholarship, you will be asked to sign a declaration that confirms that you understand and agree to certain conditions before accepting the scholarship. Some of these conditions are listed below.

In accepting, you will be asked to:

- Σ agree to become a member of KKH Kaufmännische Krankenkasse via the link provided.
- Σ agree to undertake the study program included in the Letter of Scholarship Offer full time and understand that this must not be changed without the prior written approval;
- Σ agree to make every effort to achieve satisfactory academic progress in your studies in accordance with the Education Institute.
- Σ agree to obey the laws of Germany and maintain an acceptable standard of conduct in Germany.
- Σ agree that the scholarship body is not responsible for any of your actions during the term of your scholarship;
- Σ agree to ensure your immigration visa and passport is kept current for the duration of the scholarship.

Declaration

I confirm and declare that:

1. I am not aware of any medical, personal or other circumstances (e.g. disability, illness, family or financial matters), which might prevent me from completing my study within the scholarship term;
2. I agree to the release of information in this application form and information relating to the scholarship or study to relevant authorities to enable placement in an education institution, consideration for a scholarship, collection of academic progress reports and results, and the ongoing administration and monitoring of the scholarship;

I declare that the information provided about and by me in this application is true, complete and correct to the best of my knowledge. I acknowledge that supplying false or misleading information is a serious offense and will result in the withdrawal of the scholarship, if offered.

Full Name	
Signature	
Date	<i>dd/mm/yyyy</i>

Email all the documents to:
info@universitiesportal.com